



Maine Department of Agriculture
Division of Quality Assurance and Regulations
28 State House Station
Augusta, Maine 04333-0028
Phone: 207-287-3841 Fax: 207-287-5576



FOOD AND FUEL LICENSE APPLICATION

Check the TYPE of Request:	<input type="checkbox"/> New License	<input type="checkbox"/> License Renewal	<input type="checkbox"/> Change of Ownership
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Section 1. Establishment Information

Establishment Name:						New Business?	<input type="checkbox"/> Yes	<input type="checkbox"/> No									
Site Manager:																	
Street Address:				Former Establishment:													
City:				Former Owner:													
State:			Seating Capacity:			<input type="checkbox"/> Full Time	<input type="checkbox"/> Seasonal										
Zip:			Typical Season:														
Telephone:			Operating Hours:														
Cell/ Pager:			Operating Days:	<input type="checkbox"/>	Su	<input type="checkbox"/>	M	<input type="checkbox"/>	T	<input type="checkbox"/>	W	<input type="checkbox"/>	Th	<input type="checkbox"/>	F	<input type="checkbox"/>	Sa
Fax:			Type of Water:			<input type="checkbox"/> Private Dug		<input type="checkbox"/> Private Drilled				<input type="checkbox"/> Municipal					
Email:			Type of Septic:			<input type="checkbox"/> Private		<input type="checkbox"/> Municipal									

Section 2: Owner Information

Owner or Corporate Name:								
Mailing Address:				City:				
State:			Zip:			Phone:		
Fax:				Email:				

Please Complete Each Section That Applies to Your Business

Section 3. License Type Retail

Check <u>One</u> Block that Best Describes Your Operation				Check <u>All</u> Services Provided That Apply to Your Business									
<input type="checkbox"/>	Bakery	<input type="checkbox"/>	Health Food Store	<input type="checkbox"/>	Baked Goods (produced on site)				<input type="checkbox"/>	Meat			
<input type="checkbox"/>	Beverage Store	<input type="checkbox"/>	Meat Market, Butcher	<input type="checkbox"/>	Bulk Sales (candy, fruit, nuts, popcorn)				<input type="checkbox"/>	Prepackaged Food Only			
<input type="checkbox"/>	Book Store	<input type="checkbox"/>	Mobile Vendor	<input type="checkbox"/>	Coffee				<input type="checkbox"/>	Produce (fresh)			
<input type="checkbox"/>	Campground Store	<input type="checkbox"/>	Movie Theater	<input type="checkbox"/>	Cold Foods (prepared on site)				<input type="checkbox"/>	Produce (processed)			
<input type="checkbox"/>	Convenience Store	<input type="checkbox"/>	Redemption Center	<input type="checkbox"/>	Dairy Products				<input type="checkbox"/>	Ready to Eat Deli Items			
<input type="checkbox"/>	Department Store	<input type="checkbox"/>	Salvage Food	<input type="checkbox"/>	Frozen Food				<input type="checkbox"/>	Salad Bar			
<input type="checkbox"/>	Fitness Center	<input type="checkbox"/>	Vegetable Stand	<input type="checkbox"/>	Fruit Juices				<input type="checkbox"/>	Seafood (fresh)			
<input type="checkbox"/>	Drug Store	<input type="checkbox"/>	Video/ Music Store	<input type="checkbox"/>	Hotdog Steamer				<input type="checkbox"/>	Seafood (ready to eat)			
<input type="checkbox"/>	Gift Shop	<input type="checkbox"/>	Other	<input type="checkbox"/>	Hot Foods (prepared on site)				<input type="checkbox"/>	Soda Fountain			
<input type="checkbox"/>	Grocery Store	Other:		<input type="checkbox"/>	Ice			<input type="checkbox"/>	Soft Serve Ice Cream		<input type="checkbox"/>	Other	

RETAIL FEES (Section 3 on License Application)

Retail Food Establishment (All Food or Beverage Sales):

<input type="checkbox"/>	0 to 10 employees:	\$10	
<input type="checkbox"/>	11 to 25 employees:	\$30	
<input type="checkbox"/>	26 or more employees:	\$100	Fee Enclosed:

Bakery:

<input type="checkbox"/>	0 to 10 employees:	\$10	
<input type="checkbox"/>	11 to 25 employees:	\$30	
<input type="checkbox"/>	26 or more employees:	\$100	Fee Enclosed:

Meat Sales:

<input type="checkbox"/>	Required if any meat, poultry, meat food products and poultry food products are offered for sale to consumer:	\$10	
<input type="checkbox"/>	Required if cutting, wrapping or further processing any meat or poultry at a retail establishment:	\$50	Fee Enclosed:

Mobile Vendor:

<input type="checkbox"/>	0 to 10 employees:	\$10	
<input type="checkbox"/>	11 to 25 employees:	\$30	
<input type="checkbox"/>	26 or more employees:	\$100	Fee Enclosed:

Redemption Center:

<input type="checkbox"/>	All licenses:	\$50	Fee Enclosed:
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License fees based on the number of employees must include all full-time, part-time and intermittent employees.

Subtotal Retail Section 3:	
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Section 4. License Type Food Processor

Check <u>One</u> Block that Best Describes Your Operation		Check <u>All</u> Services Provided That Apply to Your Business					
<input type="checkbox"/>	Commercial Food Processor	<input type="checkbox"/>	Breads, Rolls	<input type="checkbox"/>	Fruits, Vegetables	<input type="checkbox"/>	Seafood (raw)
<input type="checkbox"/>	Bakery - Commercial /Wholesale	<input type="checkbox"/>	Brewery	<input type="checkbox"/>	Ice Manufacturing	<input type="checkbox"/>	Seafood (ready to eat products)
<input type="checkbox"/>	Beverage Plant	<input type="checkbox"/>	Cakes, Pies	<input type="checkbox"/>	Jams, Jellies	<input type="checkbox"/>	Soft Drinks
<input type="checkbox"/>	Cider /Juice Plant	<input type="checkbox"/>	Canned, Processed	<input type="checkbox"/>	Maple Syrup	<input type="checkbox"/>	Vacuum-packed Product
<input type="checkbox"/>	Meat Processor	<input type="checkbox"/>	Crabmeat	<input type="checkbox"/>	Meat (raw)	<input type="checkbox"/>	Water
<input type="checkbox"/>	Home Processor	<input type="checkbox"/>	Fruit Juices	<input type="checkbox"/>	Meat (ready to eat products)	<input type="checkbox"/>	Other
<input type="checkbox"/>	Food Salvage	Other:					
<input type="checkbox"/>	Maple Syrup Processor						
<input type="checkbox"/>	Slaughterhouse						
<input type="checkbox"/>	Other:						

FOOD PROCESSOR FEES (Section 4 on License Application)

Commercial Food Processor:
☐ All licenses: \$30 Fee Enclosed:

Bakery – Commercial /Wholesale:
☐ All licenses: \$30 Fee Enclosed:

Beverage Plant License:
☐ 0 to 5 employees: \$50
☐ 6 or more employees: \$100 Fee Enclosed:

Cider /Juice Beverage Plant License:
☐ 0 to 10 employees: \$10
☐ 11 to 25 employees: \$30
☐ 26 or more employees: \$100 Fee Enclosed:

Meat Processor
☐ Commercial Meat /Poultry Processor: \$50
☐ Custom Meat /Poultry Processor: \$50 Fee Enclosed:

Home Food Processor:
☐ All licenses: \$10 Fee Enclosed:

Food Salvage (Processor) (Retailer) (Broker):
☐ 0 to 5 employees or volunteers: \$15
☐ 6 or more employees or volunteers: \$30 Fee Enclosed:

Maple Syrup Producer:
☐ Less than 15 gal. of maple syrup production/ year: \$1
☐ More than 15 gal. of maple syrup production/ year: \$15 Fee Enclosed:

Slaughterhouse
☐ Commercial Slaughterhouse: \$50
☐ Custom Slaughterhouse: \$50 Fee Enclosed:

License fees based on the number of employees must include all full-time, part-time and intermittent employees.

Subtotal Processing Section 4:

Section 5. Wholesale and Warehousing

Check <u>One</u> Block that Best Describes Your Operation		Check <u>All</u> Services Provided That Apply to Your Business			
<input type="checkbox"/>	Broker (Meat & Poultry Products)	<input type="checkbox"/>	Beverages	<input type="checkbox"/>	Meat (ready to eat)
<input type="checkbox"/>	Food Storage Warehouse	<input type="checkbox"/>	Breads	<input type="checkbox"/>	Ready to Eat Foods
<input type="checkbox"/>	Public Warehouse (Meat & Poultry Products)	<input type="checkbox"/>	Canned, Processed Food	<input type="checkbox"/>	Seafood (raw)
<input type="checkbox"/>	Wholesale Distributor (Meat & Poultry Products)	<input type="checkbox"/>	Fruits, Vegetables	<input type="checkbox"/>	Seafood (ready to eat)
<input type="checkbox"/>	Other	<input type="checkbox"/>	Ice	<input type="checkbox"/>	Vacuum-packed Product
Other:		<input type="checkbox"/>	Meat (raw)	<input type="checkbox"/>	Other

WHOLESALE / WAREHOUSE FEES (Section 5 on License Application)

Broker of Meat & Poultry Products:
☐ All licenses: \$50 Fee Enclosed:

Food Storage Warehouse:
☐ 0 to 10 employees: \$10
☐ 11 to 25 employees: \$30
☐ 26 or more employees: \$100 Fee Enclosed:

Public Warehouse:
☐ Storage of Meat & Poultry Products, all licenses: \$50 Fee Enclosed:

Wholesale Distributor of Meat & Poultry Products:
☐ All licenses: \$50 Fee Enclosed:

License fees based on the number of employees must include all full-time, part-time and intermittent employees.

Subtotal Wholesale /Warehouse Section 5:

Section 6. Retail Fuel Establishment			
Check <u>All</u> that apply to your operation			
<input type="checkbox"/>	Diesel	Number of nozzles:	
<input type="checkbox"/>	Gas (regular unleaded)	Number of nozzles:	
<input type="checkbox"/>	Gas (mid-grade unleaded)	Number of nozzles:	
<input type="checkbox"/>	Gas (premium unleaded)	Number of nozzles:	
<input type="checkbox"/>	Kerosene	Number of nozzles:	
<input type="checkbox"/>	Propane	Total nozzles:	
<input type="checkbox"/>	Other		

RETAIL FUEL ESTABLISHMENT FEES (Section 6 of License Application)

Registration of Motor Fuel Dispensers:

\$8 / nozzle / year No. of nozzles = X \$8 ea. = Fee Enclosed:

A dispensing nozzle is one that is capable of dispensing a single product. Each additional grade of product dispensed from a single nozzle shall constitute as an additional dispensing nozzle.

Total License Fees Section 6:

Section 7. Complete the following checklist, sign and date application prior to submittal. License issuance may be delayed and application returned if necessary materials are omitted.

<input type="checkbox"/>	All information requested in Sections 1 and 2 has been provided.
<input type="checkbox"/>	Each section in which a license is wanted is complete.
<input type="checkbox"/>	If water source is from a private well, enclose a copy of a water safety analysis from an accredited laboratory for coliform bacteria, nitrites and nitrates completed within the past 30 days if new, or 12 months if renewal license.
<input type="checkbox"/>	If a private septic system is used, enclose documentation of compliance with the “Maine Subsurface Waste Water Disposal Rules.” This may be obtained from a Code Enforcement Officer or Plumbing Inspector.
<input type="checkbox"/>	Seafood processors must complete a hazard analysis of each product and implement necessary HACCP Plan(s).
<input type="checkbox"/>	Home food processors must enclose review from an accredited food processing authority for manufacturing low acid or acidified food and other potentially hazardous food products.
<input type="checkbox"/>	Out-of-state establishments must enclose current sanitation inspection from the licensing authority.
<input type="checkbox"/>	Out-of-state beverage plants must enclose copies of beverage labels – every kind, size and brand – to be sold in the State of Maine.
<input type="checkbox"/>	Application must be submitted 30 or more days prior to Opening Date:
<input type="checkbox"/>	To make arrangements for inspection, an inspector may contact Name:

Phone:

License fees must accompany application. Checks must be made payable to: TREASURER, STATE OF MAINE

Multi-year Licenses (up to 3 years) are available upon request for establishments that DO NOT produce potentially hazardous foods or are not required to submit an annual water test.

TOTAL FEES Section 3-6:

Print Name:

Signature:

Date:

NOTICE: Any false written statements made by the undersigned, with the intent to deceive a public servant in the performance of his or her official duties, may expose the undersigned to criminal liabilities under 17-A MRSA 453 1.B. (1).

OFFICE USE ONLY				
Date Received:				Comments:
Date Reviewed:				
Reviewed By:				
Application:	<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected	<input type="checkbox"/> Returned	
Date Returned:				
Current License #				
Expiration Date:				
Method of Payment:				
<input type="checkbox"/> Check #				
<input type="checkbox"/> Cash Receipt #				
<input type="checkbox"/> Credit Card #				
Credit Type:		CC Exp Date:		